

Standard Operating Procedure <b>Start-Up Operator Training Outline</b>	SOP No. 8.002
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- 1 Purpose
  - 1.1 Provide a standard equipment start-up operator training outline.
- 2 Scope
  - 2.1 This procedure establishes a training outline for heating, ventilation and air conditioning (HVAC) start-up equipment.
- 3 Responsibility
  - 3.1 Therma Service/Start-up technician has responsibility for providing training to customer/client. The training outline is described below.
  - 3.2 Therma Service /Start-up technician shall prepare sufficient copies of training outline form FN 8.002.1 and training log FN 8.002.2 prior to performing the training.
- 4 Procedures
  - 4.1 Pass out training log FN8.002.2 to allow customer/client to write down their names prior to starting the training class.
  - 4.2 Therma Service/Start-up technician shall describe the following training outline to the customer/client.
    - 4.2.1 General system description & component locations
    - 4.2.2 Pre start-up checks
    - 4.2.3 Safety concerns
    - 4.2.4 Normal start-up sequence
    - 4.2.5 Normal shut-down sequence
    - 4.2.6 Emergency shut down sequence
    - 4.2.7 Normal settings and readings during operation

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#### 4.2.8 System operation and recommended maintenance

##### 4.2.8.1 Operating pressure

##### 4.2.8.2 Belts

##### 4.2.8.3 Drives and Couplings

##### 4.2.8.4 Oil (Type)

##### 4.2.8.5 Alarms

##### 4.2.8.6 Leaks

##### 4.2.8.7 Normal noise and vibration

##### 4.2.8.8 Filters

##### 4.2.8.9 Drains

#### 4.2.9 Items to be recorded or logged

#### 4.2.10 Spare parts to inventory

#### 4.2.11 Common alarms and troubleshooting

#### 4.2.12 Refer to system operation and maintenance (O&M) manual for detailed information.


#### 4.2.13 Who to call for service or problems

#### 4.2.14 Questions


#### 4.2.15 Notes

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## Document Approval

  
 Service Manager

3-1-05  
 Date

  
 Engineering Manager

March 7 05  
 Date

  
 Quality Assurance Manager

03-07-2005  
 Date

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